

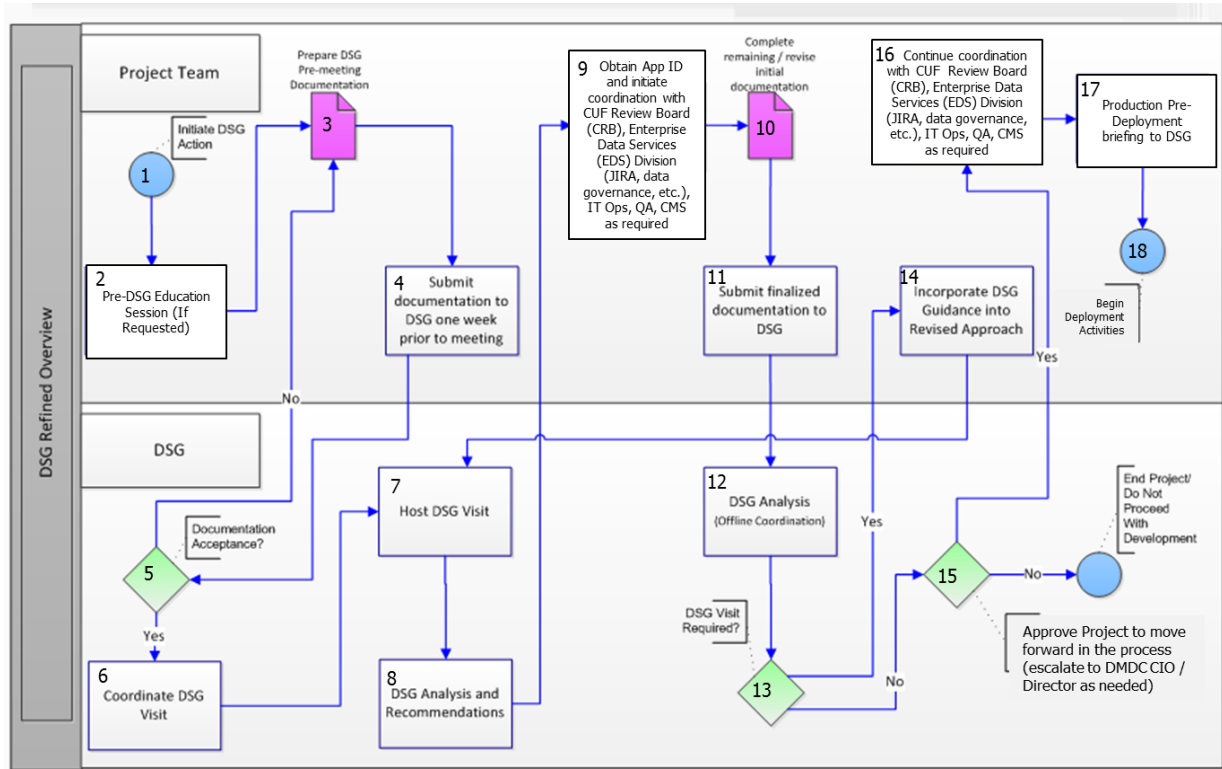
## ENCLOSURE 3

## PROCEDURES

### ARB Process Map and Description

The following process map and process description describe the operations of the ARB. The process map is a visualization of the ARB process. The process description includes the actions and steps performed by the appropriate roles and correspond to the process map.

### Process Map



### Process Description

Who	Step #	Process	Description
Project Team	1	Initiate ARB Action	Initiate ARB action using web-based collaboration tool, i.e. SharePoint Calendar or other designated tool.
Project Team	2	Pre-ARB Education Session (If Requested)	(If requested) Participate in virtual session with ARB designee who explains the procedures, touchpoints with related governing bodies, timelines, JIRA automation/JIRA access, data governance procedures, and provides guidance

			on completing required documentation.
Project Team	3	Prepare ARB pre-meeting documentation	Prepare: Project Charter, Project Plan (Timeline), Application Security Plan, “DoDAF” hybridized systems view, SV-1 (future), PII Checklist, IT Ops Checklist, and Application Support Plan (ASP).
Project Team	4	Submit documentation to ARB at least 1 week prior to the meeting.	Submit drafted documentation that is complete to the extent possible. Maintain frequent communication with ARB representative who will guide Project Teams through the documentation completion.
ARB	5	Documentation Acceptance?	Determine if draft documentation is adequate / sufficient to justify ARB meeting. If yes, proceed to Step 6. If no, guide the Project Team to proper / sufficient documentation completion. (Revisit Step 3).
ARB	6	Coordinate ARB visit	Prepare precise agenda which is designed to resolve specific questions the ARB may have surrounding the development effort and the documentation provided. Provide agenda to Project Team prior to meeting as far in advance as feasible.
ARB	7	Host ARB visit	Facilitate ARB visit according to prepared agenda.
ARB	8	ARB analysis & recommendations	Conduct analysis and provide actionable recommendations to Project Team regarding development approach and the documentation that reflects this.
Project Team	9	Obtain AppID and initiate coordination with CUF Review Board (CRB), Enterprise Data Services (EDS) Division (JIRA, data governance, etc.), IT Ops, QA, CMS as required	Request AppID via JIRA if project is new. This enables coordination with CUF Review Board (CRB), Enterprise Data Services (EDS) Division (JIRA, data governance, etc.), IT Ops, QA, and CMS as required.
Project Team	10	Complete remaining / revise initial documentation	Complete draft documentation from Step 3. Prepare Functional Specification, Technical Specification, Support Plan, Release Notes, Requirements Traceability Matrix (RTM, and any other documentation required).
Project Team	11	Submit finalized documentation to ARB	After incorporating ARB recommendations into development approach, submit all completed documentation to the ARB for assessment. Maintain frequent communication with ARB representative who will guide Project Teams

			through the documentation completion.
ARB	12	ARB Analysis	Complete assessment of all required documentation, checking to ensure that all ARB recommendations are incorporated and development approach is in alignment with ARB standards. Coordinate with TAG, CUF Review Board, Data Governance, et al as required.
ARB	13	ARB visit required?	After thorough review of documentation, determine if a follow-on ARB meeting is required. If no, skip Step 14 (unless necessary) and proceed to Step 15. If yes, proceed to Step 14.
Project Team	14	Incorporate ARB guidance into revised approach	Revise development approach and the supporting documentation. Proceed to Step 7 again.
ARB	15	Approve project to move forward in the process (escalate to DMDC CIO / Director as needed)?	If yes, proceed to Step 16. If no, return to Step 14 or End Project/Do Not Proceed with Development.
Project Team	16	Continue coordination with CUF Review Board (CRB), Enterprise Data Services (EDS) Division (JIRA, data governance, etc.), IT Ops, QA, CMS as required	Upon ARB approval of the project moving forward in the process, continue the tactical steps to obtain data from enterprise databases, quality assurance services, and IT Operations services.
Project Team	17	Production Pre-Deployment briefing to ARB	Coordinate with the ARB document manager and facilitator to schedule a ARB visit or host a virtual production pre-deployment briefing to the ARB indicating that development approach has not varied from what has been approved by the ARB. The briefing should include production release notes.
Project Team	18	Begin deployment activities	If no pre-production issues identified, proceed to deployment IAW DMDC SDLC Process.

### Conditional ARB Visits

ARB visits are a part of the due diligence required of DMDC leadership as they execute oversight of development activities. They are conducted when appropriate as outlined in this Charter. The first ARB visit is mandatory. Formal ARB visits subsequent to the first ARB visit are conditional, not optional. If Project Teams meet certain conditions, the ARB Chair does not have to require second and third visits. All ARB documentation indicated on the Project Team Checklist is required whether the decision is made to conduct subsequent visits or not. This decision is made by the ARB Chair and communicated to Project Teams by the ARB Facilitator.

The following conditions must be met in order for the ARB Chair to consider waiving subsequent ARB visits:

- Fully completed accurate documentation (see Project Team Checklist (below) and Appendix II ARB Documentation)
- Project Team's presentation of project and supporting documentation indicates conformance to DMDC development conventions and methodologies
- ARB inquiries stemming from ARB visit and offline analysis are promptly addressed and resolved
- ARB analysis of documentation does not raise concerns above that which is easily mitigated

Note that the conditions outlined above can be met and the ARB Chair may still require subsequent visits at their sole discretion. To assist Project Teams, the Pre-ARB Education Session is intended to provide an overview of the process and explain the proper completion of and business need for ARB documentation. This session is designed to facilitate the process for Project Teams and equip them with the knowledge needed to meet the conditions outlined above, resulting in fewer ARB visits when deemed appropriate by the ARB Chair.

## **ARB Administrative Procedures**

### **Meeting Frequency**

The ARB will convene weekly. Project Teams who have initiated ARB action and completed the required documentation will be allotted time on the ARB meeting agenda with prior coordination with the ARB Facilitator.

### **Meeting Procedures**

The ARB Facilitator will provide detailed guidance on the meeting procedures via email and/or a DMDC collaboration tool. The ARB Facilitator will set the agenda, and the ARB Chair will conduct the meeting. The ARB aspires to provide thorough project evaluations within a restricted time period. The ARB may, at its discretion, table the discussion of a project to another meeting.

### **Meeting Minutes and Other Artifacts**

Meeting minutes will be recorded and posted to a DMDC collaboration tool by the ARB Facilitator to include pertinent ARB guidance. Other artifacts will be maintained in the same tool or another DMDC CIO architecture/document management tool at the discretion of the DMDC Architecture Division Director.

## **Reports and Publications**

The ARB will maintain a publication of all established standards, platforms, tools, methodologies, and procedures related to DMDC development projects under its purview in a web accessible location, i.e. ARB portal.

The ARB will notify DMDC of decisions made to approve projects with new reference architectures and exceptions to the established reference architectures via the WAR Report.

The ARB will provide the DMAG with a quarterly list of projects that went through the ARB the previous quarter.

The ARB maintains a calendar of application deployment dates and coordinates it with the IT Ops Master Calendar.

The Architecture Division will conduct annual reviews of application artifacts in the DMDC repository to ensure architecture compliance and provide quarterly notification to the division directors and project owners of discrepancies between architecture artifacts and architecture standards.